

Innovative Outstanding Weatherization Assistance News

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From all of us in the
Weatherization Bureau
in Des Moines

Jim, Gwen, Mark, Marcia,
Chris, Mike and Rosemary

Welcome

Welcome to the fall edition of the **IOWAN**. Our previous edition focused on the devastation in Iowa caused by severe flooding. As of this writing, most communities have had a chance to begin their recovery process and are on their way to getting their lives back to normal. Some cities, however, have not had a chance to recover. Not only are they having difficulty renovating their homes, they may also find themselves in a pinch to pay their utility bills. Fortunately, some of our clients may be eligible for LIHEAP.

Iowa will receive \$67.8 million in Low Income Home Energy Assistance Program (LIHEAP) assistance for Fiscal Year 2009, an increase

of almost \$20 million from the amount received last fiscal year. The funds are part of \$5.1 billion for LIHEAP that was recently signed into law by the President.

Last year, Iowa received \$47.9 million in LIHEAP funds and nearly 86,000 Iowans received assistance. Since household heating costs are running ten to 20 percent higher than last year, state officials are projecting an increase in participation this year.

Applications will be taken starting November 3, 2008 (October 1 for households with an elderly/disabled member), at local community action agencies. The last day to apply is April 15, 2009.

Statistics

<u>Item</u>	<u>*QTRLY</u>	<u>**YTD</u>
Houses worked on	334	803
Completions	299	726
Closed - Incomplete	35	77
Owner-occupied	280	695
Rentals	54	108
Elderly-occupied	107	242
Disabled-occupied	139	351
Young child	74	171
Furnace replacements	144	367
Refrigerator replacements	79	205
Freezer replacements	33	70
Average cost per home	\$8,718	\$6,624

Totals for all agencies combined

*QTRLY (July 2008 - August 2008)

** YTD (April 2008 - August 2008)

Agency Spotlight—Operation: New View Community Action Agency

The Dubuque Weatherization Challenge 2008 “Keep the Weather Outside” Saturday, October 25, 2008

On Saturday, October 25, volunteer weatherization teams will spread out across the Dubuque community in a one-day blitz to perform energy saving measures on the homes of their elderly, disabled and low-income neighbors. The goal of this second annual event is to provide over 100 homes with simple weatherization measures such as caulking, weatherstripping, window plastic, door sweeps and other insulating techniques. The project aims to “keep the weather outside” for the targeted homes, reduce their home energy consumption, save them money on their winter heating bills and provide educational materials on how to lower their home energy costs.

All targeted homes will be selected in advance by Operation: New View Community Action Agency or local churches. The agency will conduct a weatherization assessment of each home in advance to determine what measures are needed and to develop a list of needed supplies and materials.

Each team will consist of six volunteers who will weatherize two homes that day. All volunteers will meet at 8:00 a.m. at Westminster Presbyterian Church for breakfast and training before heading out to their assigned homes. They will report back after their homes have been completed.

The volunteer teams will come from organizations within the Dubuque community. This is a great opportunity to lend a helping hand for service clubs, civic and fraternal groups, church groups, neighborhood associations, businesses, employee groups and other organizations. All community groups are invited to participate and to recruit one or more 6-person team to help with this worthwhile and much-needed project. Organizations can sign up to participate and report their team leaders by calling Laura Roussell at Black Hills Energy at 583-0415 x22. All teams are asked to be registered by August 30. Team sign up forms are available at www.keepdubuquewarm.org.

The success of the Dubuque Weatherization Challenge will depend on the number of volunteer teams that sign up to participate. Last year's project was extremely successful. We had 52 teams and weatherized 96 homes. We want to exceed that number this year!

Cash donations are being accepted to provide for the great amount of supplies and materials that will be needed for this project. The project will cost around \$50.00 per home. Checks should be made payable to “Operation: New View Community Action Agency.” Please write “Dubuque Weatherization Challenge” on all checks. Mail checks to: Operation: New View Community Action Agency, 1473 Central Avenue, Dubuque, IA 52001-4853. For more information, call Tom Stovall at Operation: New View CAA at 556-5130 x32. All donations are tax-deductible.

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The Dubuque Weatherization Challenge 2008 is a community partnership sponsored by Alliant Energy, Black Hills Energy, Operation: New View Community Action Agency, Theisen's Home Farm Auto, Dubuque Area Congregations United, the Diamond Jo Casino, Dubuque 365 and Rentech Energy Midwest.

—Submitted by Thomas Stovall, Executive Director of
Operation: New View Community Action Agency



Resources

EnergySavers.gov

On October 1, 2008, the first day of Energy Awareness Month, the U.S. Department of Energy (DOE) launched the *Stay Warm, Save Money* campaign on the Energysavers.gov website; this educational outreach campaign aims to help consumers be more energy efficient and save on energy costs. The information focuses on proactive ways to implement simple, cost-effective, energy saving solutions for both homes and businesses this winter and will expand to year-round home energy efficient tips. The site also features the Department's work to develop cleaner, more affordable, diverse, reliable and sustainable energy sources that support the President's goal to slow the growth of U.S. greenhouse gas emissions by 2025 while meeting increasing energy demands.

—Obtained from U.S. DOE's Progress Alert

Rental Dwelling Units

Rental Dwelling Units

Weatherizing rental units sometimes brings dread in our weatherization staff. Not only is it difficult to get a response back from the landlords, but there is sometimes confusion surrounding which dwellings qualify and what weatherization services can be done. In this issue, reprinted from July 2006, we will address single and multi-unit rental dwellings. The information below is from Section 4.31 of the *Policy and Procedures* manual.

A rental dwelling that is considered one rental unit, such as a house, is eligible for weatherization if an eligible household inhabits it. The entire dwelling may be weatherized.

The entire structure (all units and common areas) of a multi-unit dwelling may be weatherized if a specified number of units within the dwelling are eligible units. An eligible unit is one that contains an eligible household. Following are the number of units that must be eligible units in order for the entire dwelling structure to be weatherized:

For multi-unit dwellings containing fewer than 5 units, 50 percent of the units must be eligible units (i.e. contain eligible households).

For multi-unit dwellings containing 5 units or more, 66 percent of the units must be eligible units (i.e. contain eligible households).

If a multi-unit rental dwelling does not contain the required percentage of eligible units, only those units containing eligible households, or will contain eligible households within 180 days, may be weatherized.

In the case of multi-unit dwellings that qualify for weatherization of the entire dwelling (i.e. meet the criteria described above) all units, including units containing ineligible households, may be counted as completions. For example, a 6-plex contains four (4) eligible units. This qualifies the entire dwelling for weatherization service because 66 percent of the units are eligible units. If the entire dwelling is weatherized, all six (6) units may be counted as completions.

Agencies must receive approval from the DCAA prior to weatherizing multi-unit dwellings containing 5 or more units. Refer to Section 5.33 of the *Policy and Procedures* manual for instructions on requesting approval to weatherize multi-unit dwellings containing 5 or more units and Section 5.51 for information on what constitutes a completed home when dealing with multi-unit dwellings.

Section 5.33 of the *Policy and Procedures* manual says the following regarding energy efficiency assessment for multi-unit dwellings.

Multi-Unit Dwellings Containing Fewer than 5 Units

The entire structure (all units and common areas) of a multi-unit dwelling containing fewer than 5 units may be weatherized if 50 percent of the units in the dwelling are eligible units (i.e. contain eligible households). If fewer than 50 percent of the units are eligible units, only the eligible units may be weatherized.

Prior to completing any energy efficiency measures, the health and safety procedures, as described in Sections 5.10 and 5.20 must be completed and all serious health and safety hazards must be remedied.

Units eligible for weatherization service should be weatherized according to the protocol for single-family dwellings described in Section 5.31. This includes running the NEAT Audit on the units.

The cost of work done to common areas must be prorated among the units.

Multi-Unit Dwellings Containing 5 or More Units

The weatherization of multi-unit dwellings containing 5 or more units requires prior approval from the DCAA. Agencies must use the Multi-Unit Dwelling Approval Form for requesting DCAA approval for multi-unit dwellings of 5 or more units. A copy of the form is included in the *Weatherization General Appendix* and is available on the State of Iowa Weatherization Members Only web page: www.weatherization.iowa.gov.

The entire structure (all units and common areas) of a multi-unit dwelling containing 5 or more units may be weatherized if 66 percent of the units are eligible units (i.e. contain eligible households).

—Continued on page 4

Rental Dwelling Units—*continued*

For a multi-unit rental dwelling that does not contain the required number of eligible units, as described above, only those units containing eligible households, or will contain eligible households within 180 days, may be weatherized.

Refer to Section 5.51 for information on what constitutes a completed home when dealing with multi-unit dwellings.

Prior to completing any energy efficiency measures the health and safety procedures, as described in Sections 5.10 and 5.20 must be completed and all serious health and safety hazards must be remedied.

The NEAT Audit must be used, as follows, to establish the weatherization measures to be applied to all units.

A separate audit must be run on each different type of unit in the dwelling unit. A separate audit must be run for first floor units, units that do not have a foundation or attic, and top floor units.

The energy efficiency measures recommended by the audit for each different type of unit will be applied to all units of the same type.

The heating system input and output should be determined by dividing the total input and output of the heating plant(s) by the total number of units.

Common areas are be weatherized according to the measures determined for the most similar unit.

Blower door tests must be done either for each different type of unit or for the entire dwelling and divided among the units.

Water-heating measures (low-flow showerheads, water heater wraps, faucet aerators, etc.), water bed insulation pads, and energy efficient light bulbs should be installed when appropriate and allowed by the client.

The cost of work done to common areas must be prorated among the units.

Computer Program Tips

In the April edition of the IOWAN, we listed several shortcut key strokes for all Microsoft program. Below, are a few more.

- Home (Goes to beginning of current line)
- Ctrl + Home (Goes to beginning of document)
- End (Goes to end of current line)
- Ctrl + End (Goes to end of document)
- Shift + Home (Highlights from current position to beginning of line)
- Shift + End (Highlights from current position to end of line)
- Ctrl + Left Arrow (Moves to the left one word at a time)
- Ctrl + Right Arrow (Moves to the right one word at a time)

The following shortcuts work in the Excel Program.

- Ctrl + Shift + ; (Enters current time)
- Ctrl + ; (Enters current date)
- Ctrl + A (Select all contents of the worksheet)

- Ctrl + B (Bold highlighted section)
- Ctrl + I (Italicize highlighted section)
- Ctrl + U (Underline highlighted section)
- Ctrl + Z (Undo last action)
- Ctrl + F6 (Switch between open workbooks/windows)

The following shortcuts work in the Word Program.

- F12 (Save as)
- Shift + F12 (Save)
- Alt + Shift + D (Enters current date)
- Alt + Shift + T (Enters current time)

The following are mouse shortcuts.

- Click, hold and drag (Selects text from where you click, holds and drags to the desired location, then let go.)
- Double-Click a Word (If double-click a word, highlights complete word)
- Double-Click on a Line (If double-click the left side, center, or right side of a line, the text will be justified left, center or right)

Completed Multi-Units

Completed Multi-Units

Section 5.51 of the *Policy and Procedures Manual* explains what must be done for a multi-unit dwelling to be considered complete.

For a multi-unit dwelling containing fewer than 5 units, the tests and measures described for single-family dwellings must be done, including a final inspection of all weatherized units, before any units can be reported as a completion.

For multi-unit dwellings containing 5 or more units, the measures approved by the DCAA must be done and a final inspection of all weatherized units must be performed before any units can be reported as a completion.

In the case of multi-unit dwellings where the entire dwelling is weatherized, all units, including ineligible units, may be counted as completions. For example, a 6-plex contains four (4) eligible units. This qualifies the entire dwelling for weatherization service because 66 percent of the units are eligible units. If the entire dwelling is weatherized, all six (6) units may be counted as completions even though two (2) of the six (6) units do not contain eligible households.

In the case of multi-unit dwellings that do not qualify for weatherization of the entire dwelling (i.e. do not meet the criteria described in Section 5.33) only those units containing eligible households may be weatherized and only those units may be counted as completions.

Questions and Answers

Question: What is a good way to ensure contractors' current general liability and auto insurance and contractors' registration are in my file? There are so many that it's hard to keep track of them all.

Answer: Part of this tip was submitted by an agency administrative assistant. You can either use the checklist form that was in the July 2006 edition of the **IOWAN** (see the website for past issues), or you could utilize your Outlook calendar. Simply enter a reminder in your calendar approximately 1 week before the expiration date. You will then receive a pop-up reminder to obtain the current information.

Question: Where can I find more information about OSHA and the requirement that our agency must have a Health and Safety Plan and a Health and Safety Officer?

Answer: Information regarding the Occupational Safety and Health Act of 1970 can be found at www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=OSHACT&p_toc_level=0&p_keyvalue= and detailed information at www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=OSHACT&p_id=2743.

Question: How often should Bacharach combustion analyzers and carbon monoxide testers be calibrated?

Answer: They should be calibrated every 6 months. To access a Calibration Service Form, visit www.entechsupply.com/bacharach/manuals.htm.

Question: I take pictures of each house I visit as well as the trouble spots. Sometimes I visit more than one house in a day. I sometimes forget which pictures go with each house. Do you have any ideas?

Answer: This tip was submitted by an agency evaluator—Before taking any pictures, snap a photo of the house number or write the address on a piece of paper and take a picture of it. If you do this before each new house you evaluate, you will know which pictures go with each house because they are separated by the house number.

Extreme Photos



*How about a little poison ivy
with your house???*

Extreme Photos—Continued



Mighty bad drafting...and what about the water pipes???



Seems a four-legged critter was attracted to this air conditioner unit.

Upcoming Events

October

- 7—8 **Advanced Furnace** training will be held at Mid-Iowa Community Action, Inc., 1001 S. 18th Avenue, Marshalltown, Iowa 50158. For more information, contact Marcia Thompson at the Weatherization Bureau via email at Marcia.Thompson@iowa.gov .
- 14—15 **Evaluator Meeting/MHEA Audit** training will be held at the Best Western Regency Inn, 3303 S. Center Street, Marshalltown, Iowa. For more information, contact Marcia Thompson at the Weatherization Bureau via email at Marcia.Thompson@iowa.gov
- 22 **IWAC** meeting to be held at Polk County Public Works, 5885 NE 14th Street, Des Moines, Iowa 50313.
- 28—29 **Mold/Moisture/Ventilation/BTL** training will be held at Operation Threshold at 300 West Third Street, Waterloo, Iowa 50701. For more information, contact Marcia Thompson at the Weatherization Bureau via email at Marcia.Thompson@iowa.gov .

November

- 5—6 **Advanced Blower Door/Zonal Pressure Diagnostics (Garage Leakage)** training will be held at MATURA Action Corporation, 203 West Adams, Creston, Iowa 50801. For more information, contact Marcia Thompson at the Weatherization Bureau via email at Marcia.Thompson@iowa.gov .
- 18—19 **Combustion Health & Safety** training will be held at Mid-Iowa Community Action, Inc., 1001 S. 18th Avenue, Marshalltown, Iowa 50158. For more information, contact Marcia Thompson at the Weatherization Bureau via email at Marcia.Thompson@iowa.gov .
- 18—19 **Lead Safe Work Practices and Slate Safe Work Practices** training will be held at Polk County Public Works, 5885 NE 14th Street, Des Moines, Iowa 50313. For more information, contact Marcia Thompson at the Weatherization Bureau via email at Marcia.Thompson@iowa.gov .

December

No Scheduled Trainings or Meetings

View the 2008 Training Schedule
on the website under
Upcoming Events/Training...
www.Weatherization.Iowa.Gov

Tentative 2008 Program Monitoring Schedule

October	Northeast Iowa Community Action Corporation Community Action of Eastern Iowa
November	Operation New View Community Action Agency
December	No scheduled monitorings

Speed Bumps

- During the evaluation reviews, I have found that agencies are consistently having problems with the foundation section of the audit. I would suggest that the NEAT audit manual be reviewed to help with this section. It is also a helpful resource when there are questions about the NEAT inputs.
- The only time it isn't necessary to test the vermiculite for asbestos content is when you are not doing anything in that attic such as by-pass sealing or insulating. It doesn't matter if there is existing insulation on top of the vermiculite; it still needs to be tested.
- Return sizing should be close to or greater than the recommendation of 2 sq. in. per 1,000 BTU of output of the furnace. However, the heat rise and static pressure need to be done. The sizing recommendations need to be taken at the smallest section or opening of the return system. This may be the ducting, return area on the furnace, or the grills for the return.
- The client needs to understand the necessity of allowing the weatherization program to undercut the doors to eliminate room pressure problems. This needs to be done during the evaluation, although the problem may not occur until after a new furnace is installed because of a more powerful blower. I have had several homes the past few months that had this problem and the client usually doesn't want doors to be undercut after other work has been completed. If you think this could be a problem with a new furnace, or is a problem with the existing furnace, please make sure the client is amiable to having doors undercut.
- Rental unit furnaces need to be checked for safety and be safe prior to the energy measures being done on the home. This is for the client's safety and the program's liability.
- There needs to be a fused switch within 24 inches of the furnace.
- New water heaters that are installed need to have an extension off of the pressure relief valve within six inches of the floor. The units need to be at least $\frac{3}{4}$ of an inch off of the floor.
- The BTL and the DTL need to be done during the evaluation. They may need to be redone later in the weatherization process.
- Duct sealing needs to be done when ducts pass through unconditioned areas. The multiplier also needs to be taken into account when determining the duct leakage.
- There should be enough refrigerator and freezer options available to the client that it won't prohibit the client from changing the refrigerator or freezer when it is called for by metering.

Please feel free to copy and distribute.

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We're on the Web!!!
www.weatherization.iowa.gov

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